

Reporting Requirements

Changes that may affect eligibility or your needs for child care must be reported within 10 days to the County/Tribal Human Services agency. Failure to report changes may result in an overpayment which you may be required to repay. Some of the changes that must be reported include (but are not limited to):

- A change in your family's income.
- Someone moving into or out of your household, or change in marriage or adoption.
- A change in your approved activity:
 - ◊ Employment.
 - ◊ Employment with education or training.
 - ◊ W-2 activities.
 - ◊ FoodShare Employment and Training.
 - ◊ A change in a minor parent's high school schedule.
 - ◊ A change in work schedule.

Your Application Summary, which you received when you applied and at your annual renewal, informs you of the complete list of Rights and Responsibilities.

Authorization Notices

You must request a new authorization if any of the following items change:

- You choose a different child care provider.
- A change in your need for child care.
- The school year starts or ends and as a result your child care needs change.

Multiple Authorizations

If you use more than one provider, or different time periods are covered, you will receive more than one authorization notice.

Choosing a Provider

You must choose a licensed or certified child care provider that is participating in YoungStar. Use this website: <http://childcarefinder.wisconsin.gov> to find a child care provider in your area.

Provider Reimbursement

Your provider will also receive authorization information for your child(ren).

The state makes the Wisconsin Shares subsidy payment directly to your provider *after* the provider reports your child's actual attendance to the Department of Children and Families.

It is a good idea for you to review your provider's attendance document, as well as sign/initial the document indicating that the information is correct.

YoungStar Adjustment

YoungStar is a child care quality rating and improvement system created by the Department of Children and Families.

The Wisconsin Shares subsidy payment to the provider is adjusted based on the provider's YoungStar quality rating.

5 Star Providers - meet the highest level of quality standards. Final payments to 5 Star providers are increased up to 25%.

4 Star Providers - meet elevated levels of quality standards. Final payments to 4 Star providers are increased up to 10%.

3 Star Providers - meet proficient levels of quality standards. Final payments to 3 Star providers are not adjusted.

2 Star Providers - meet health and safety standards. Final payments to 2 Star providers are reduced by 5%.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 422-6080 or (888) 692-1382 for TTY. For civil rights questions call (608) 442-6889 or 711 (TTY).

Wisconsin Shares Child Care Subsidy Program



Understanding Your Authorization Notice

Wisconsin Shares Child Care Subsidy

Wisconsin Shares Child Care Subsidy program assists families by paying *a portion* of the child care for child(ren) under the age of 13; or, up to age 19 if a child has special needs.

Wisconsin Shares will pay towards child care *only* when the parent(s) is working or engaged in another approved activity that leads to work. These activities are called *approved activities*. If a parent uses child care for activities other than the activity for which the subsidy payment was intended, the parent is responsible to pay for those hours of child care on his or her own.

Parents are required to pay the difference between what the provider charges for care and what Wisconsin Shares pays up to the full cost of care for their children. This is considered the “Parent Share.”

Questions to ask your provider

- What are the provider’s rates and fees?
- Is there a registration fee?
- Are there fees for field trips and costs for supplies such as diapers?
- Is there an extra cost for meals or transportation?
- Does your provider charge for days when your child(ren) is absent, or during your vacation?
- Does your provider ask for a 10-day notice if you withdraw your child(ren) from care?

Understanding Your Wisconsin Shares Authorization Notice

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|---------------|------------|----------------|------------|----------|------------------------------|---------------------|
| Child's Name | Date of Birth | Auth. Type | Hours per week | Begin Date | End Date | Max Weekly WI Shares Payment | Rate Effective Date |
| Child Name | 12/14/2011 | E | 18 | 6/21/15 | 8/29/15 | \$89.52/wk. | 6/21/15 |
| In this example there is an enrollment Auth Type . This means the child care provider will be paid a flat amount as long as the child attends any part of the week. Wisconsin Shares payment will be \$89.52 per week. | | | | | | | |
| Child Name | 12/14/2011 | A | 25 | 5/17/15 | 9/5/15 | \$135.25/Wk. | 5/17/15 |
| In this example there is an attendance Auth Type . This means that the child care provider will be paid the hourly rate of \$5.41 up to 25 hours per week based on actual attendance. If the child attends all of the 25 authorized hours the Wisconsin Share payment would be \$135.25 for the week. | | | | | | | |
| <i>To estimate your own costs, look at your authorization and compare the provider price to the maximum weekly Wisconsin Shares payment. The child care provider can charge the parent any portion of the cost of care that is not covered by the Wisconsin Shares payment.</i> | | | | | | | |

1. **Child's Name.** The name for each child.
 2. **Date of Birth.** The birthdate for each child.
 3. **Auth Type.** E means Enrollment-Based Authorization for a weekly payment amount. A means Attendance-Based Authorization for an hourly payment amount.
 4. **Hours per week.** The number of hours authorized for your child to this child care provider.
 5. **Begin Date.** The date the authorization begins. This is always a Sunday.
 6. **End Date.** The date the authorization ends. This is always a Saturday.
 7. **Maximum Weekly WI Shares Payment.** This is the amount Wisconsin Shares will pay towards your child care expense for the week. This amount will be adjusted based on the actual attendance of your children and your provider's YoungStar rating. For information about YoungStar adjustments, see the back of this brochure. You may be required to pay the difference between what the provider charges and what Wisconsin Shares pays up to the full cost of care for your children.
 8. **Rate Effective Date.** This is the date the payment rate (hourly or weekly) becomes effective.
- YoungStar:** All child care providers who are paid through Wisconsin Shares *must* be participating in the YoungStar Quality Rating & Improvement System. Your Authorization notice provides information about your child care provider's YoungStar Quality Rating and how that rating affects the quality payment adjustment.